

**PACIFIC WEST AREA
RESEARCH POSITION EVALUATION SYSTEM
Procedures and Policies
Updated: 23 January 2002**

RPES HOME PAGE: <http://www.afm.ars.usda.gov/rpes/>

The following new guidelines apply to the preparation of RPES case writeups:

Factor I (Required):

Element A (Research Assignment) of all case writeups should identify the specific ARS National Program(s) under which the research is conducted. The information may be presented in a short sentence, for example: "This research is a component of ARS National Program 202--Soil Resource Management," or in the case of research applicable to more than one NP, for example: "This research is conducted in support of ARS National Programs 106--Aquaculture, and 108--Food Safety." As appropriate, the statement can be expanded briefly to identify the specific NP goal to which the research is directed and the expected outcome. However, we are not looking for an exhaustive description of the NP(s).

Factor IV (Optional):

In Factor IV, under the "Impact" subhead of the Demonstrated Accomplishment statement format, the scientist is encouraged to relate the significance and impact of his/her accomplishment to the achievement of NP goals and objectives. This would be especially applicable to a scientist's most recent accomplishments. Accomplishment statements are to remain short and focused.

Evaluation panels consist of a chair, peer group members from two different peer groups, and a personnel representative from the Human Resources Division. These panels meet throughout the year at various locations.

Preparation of case materials is the responsibility of the scientist who will be evaluated. ***Format of case writeups should follow the format given in Manual 431.3, dated October 23, 1998, which is available on the RPES home page (www.afm.ars.usda.gov/rpes/).*** Supervisors have the responsibility to see that case materials are accurate, complete, and submitted on time. Supervisors should also assume the responsibility of helping scientists "put their best foot forward" while meeting the test of veracity. We in the Area Office also will assume these responsibilities when we review cases. Preparation of case materials should follow this sequence:

1. When the scientist has prepared a draft, he or she should pass it on to the immediate supervisor for review. This step might involve more than one interaction, and should be based on the criteria mentioned above. ***The supervisor should indicate approval of the draft by initialing the first page.***

2. When the case has passed supervisory scrutiny and approval at the location (RL and/or Center Director), the highest level supervisor at that location should forward **one double-spaced copy** of the case writeup and one complete set of exhibits to the Area Office (to the attention of Patty Castle) for review. **Include an ARS-570, Indepth Reviewer Contact Sheet and ARS-514, Research Position Evaluation Case Writeup (Cover Sheet).** The first **DRAFT** is due in the Area Office on *[date specified by the Assistant Director]*. *For scientists under the supervision of a Research Leader, the Research Leader is to include a cover memo with this draft attesting to the fact that he or she has reviewed the case and that their suggestions have been incorporated or considered. Also, the Research Leader should point out any unique aspects of the case that should be brought to the attention of the Area Director.*
3. The Area Office will review the draft, mark on it both mandatory changes and suggestions for improvement, and return the case papers to the scientist through the supervisory chain for revision.
4. When the scientist receives this material, he or she should make all necessary changes, incorporate acceptable suggestions for improvement, and have **1 original single spaced (single sided) copy of the case writeup, without exhibits, 7 single spaced (single sided) sets of the case writeup, with exhibits, and 1 single spaced "double sided" case writeup (double side of case writeup only, not exhibits), with set of exhibits,** prepared for submission to the Area Office. The *original* writeup should include the following forms: **1 copy of Form ARS-514, signed by the employee and supervisor; 1 copy of Form ARS-570, Indepth Review Contact Sheet; 1 copy of Form AD-332, Position Description Cover Sheet, signed by the supervisor.** The 8 sets of the writeup with exhibits should also include copies of the **ARS-570.**

The complete **FINAL** package is to be sent to the Area Office by *[date specified by the Assistant Director]*. **Please note new instructions:** Do not use clips or staples (except on exhibits - **please staple exhibits only**). Please use rubber bands to hold each writeup together, or separate each set of the writeup with colored paper and rubber band the complete package together.
5. The scientist is to mail a copy of the Publications List (which is part of Factor IV of the case writeup) to Indexing Branch, National Agricultural Library, Beltsville, Maryland, 20705.

March 23, 1998

DETAILED OUTLINE OF WRITEUP

All headings are typed in **BOLD** rather than underlined
Refer to Manual 431.3, pages 3 and 4

Factor I - **Research Assignment**

- A. **Assigned Responsibility**
- B. **Research Objectives and Methodology**
- C. **Expected Results**
- D. **Knowledge Required**
- E. **Supervisory Responsibilities**

Factor II - **Supervision Received**

- A. **Assigned Authority**
- B. **Technical Guidance Received**
- C. **Review of Results**
- D. **General Supervision**

Factor III - **Guidelines and Originality**

- A. **Available Literature**
- B. **Originality Required**

Begin a new page!!

Factor III - **Guidelines and Originality**

- C. **Demonstrated Originality**

Factor IV - **Qualifications and Contributions**

- A. **Demonstrated Accomplishments**

1. xxxxxxxxxxxx
xxxxxxxxxx

2. xxxxxxxxxxxx
xxxxxxxxxx

B. Stature, Recognition, and Impact

1. Honors and Awards

- a. xxxxxxxxxxxx
xxxxxxxxxx

- b. xxxxxxxxxxxx
xxxxxxxxxx

2. Special Invitations

- a. xxxxxxxxxxxx
xxxxxxxxxx (in date order, oldest first)

- b. xxxxxxxxxxxx
xxxxxxxxxx

3. Membership in Professional Societies

American Society of Agronomy
Entomological Society of America
etc. .

4. Offices and Committee Assignments Held in Professional and Honorary Societies

List and give dates

C. Advisory and Consultant Activities

1. Participation in National Scientific Meetings, Technical Conferences, Workshops, etc.

- a. xxxxxxxxxxx {in date order, oldest first -give date, location, type of meeting and **title of talk or paper**}

- b. xxxxxxxxxxx

2. Professional Advisory and Consulting Activities

- a. xxxxxxxxxxx (in date order, oldest first)

b. xxxxxxxxxxxx

3. **Special Assignments**

List (include PL-480'S)

D. **Other**

1. **Educational Background**

1950-54 University, Major, Degree & Year etc.

2. **Additional Training**

19-- xxxxxxxxxxxx

19-- xxxxxxxxxxxx

etc.

3. **Research Experience**

1989-90, Grade, Title, Place

etc.

4. **Status**

Last Promotion--July 12, 1991

OR

New Hire--July 12, 1993

5. **Other Significant Information**

a. List other information here

b. etc.

START A NEW PAGE!!

E. **Publications**

1. Author(s), Title, Journal, Year
(list by years -oldest first)

2. xxxxxxxxxxxx
xxxxxxxxxx

Delineate by a dashed line across the page those materials published or accepted for publication since last promotion.

If a manuscript has been accepted by a journal, but has not been published, write: Accepted by (Journal's name) and give date (i.e. January 15, 1995).

HELPFUL REMINDERS

- **Accomplishments (Factor IV, A.):** Make sure to summarize each accomplishment in a **brief, concise paragraph; remember--undue detail, excess verbosity, and needless repetition will weaken rather than strengthen your case writeup!** Embed the subheadings “**accomplishment/role/impact**” at the appropriate points in each paragraph. **Reference: Manual 431.3, page 9 & 10.**
- Beginning with Factor III, C, do not use the word “incumbent” from there on in the writeup. This part is about what you have done and you should identify yourself.
- **Advisory and Consultant Activities, 1. Participation in National Scientific Meetings, Technical Conferences, Workshops, etc. {Factor IV, C.):** Make sure to give date, location, type of meeting and **title of talk or paper.** **Reference: Manual 431.3, page 25.**
- Remember to begin **Factor III C** and **Factor IV E** on a new page. **Reference: Manual 431.3, page 8 and 29.**